

COMPLIANCE CHECKLIST

► Service Areas

Pharmacy
Dietary Facilities

Central services
Linen Services

Materials Management
Environmental Services

Engineering Services

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Health Care Facilities, 2006 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code (2000) and applicable related standards contained in the appendices of the Code.
- State Building Code (780 CMR).
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board Regulations (521 CMR).
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line () of this Checklist must be filled in with one of the following symbols, unless otherwise directed. If an entire Checklist section is not affected by a renovation project, "E" for existing conditions may be indicated on the requirement line () before the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two symbols separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met, for new space, for renovated space, or for existing support space for an expanded service.

☒ = Check box under section titles or individual requirements lines for optional services or functions that are not included in the health care facility.

E = Requirement relative to an existing suite or area that has been *licensed* for its designated function, is *not affected* by the construction project and *does not pertain to a required support space* for the specific service affected by the project.

W = Waiver requested for Guidelines, Regulation or Policy, where hardship in meeting requirement can be proven (please complete Waiver Form for each waiver request, attach 8½" x 11" plan & list the requirement reference # on the affidavit).

3. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. Section **2.1-10** of the Guidelines must be used for project compliance with all MEP requirements and for waiver references.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Text items preceded by bullets (▪), if included, refer to the recommendations of the Appendices of the Guidelines, and are DPH recommendations only. No symbol is expected for these items.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.
7. Reference to a requirement from the AIA Guidelines in any waiver request must include the chapter number (e.g. "**2.1-**") and the specific section number.

Facility Name:

DoN Project Number: (if applicable)

Facility Address:

Building/Floor Locations:

Satellite Name: (if applicable)

Satellite Address: (if applicable)

Submission Dates:

Initial Date:

Revision Date:

Project Description:

Note: All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist.

2.1- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****6.1** ☐ PHARMACY

6.1.1.2 ☐ Located for convenient access, staff control & security

6.1.2 ☐ Dispensing Facilities

6.1.2.1 ☐ receiving area

6.1.2.4 ☐ reviewing & recording area

6.1.2.3 ☐ extemporaneous compounding area

☐ counter space for drug preparation

☐ Sink

☐ Vent. min. 4 air ch./hr

6.1.2.2 ☐ work counters & space for dispensing activities

6.1.2.5 ☐ space for temporary storage & restocking of carts

6.1.2.6 ☐ security provisions in dispensing counter area

6.1.3 ☐ Manufacturing

6.1.3.1 ☐ bulk compounding area

6.1.3.2 ☐ provisions for packaging & labeling

6.1.3.3 ☐ quality control area

6.1.4 ☐ Storage (i.e. cabinets, shelves, rooms or closets)

6.1.4.1 ☐ bulk storage

6.1.4.2 ☐ active storage

6.1.4.3 ☐ refrigerated storage

6.1.4.4 ☐ storage for alcohol & volatile fluids

6.1.4.5 ☐ secure storage for narcotics & controlled drugs

6.1.4.6 ☐ storage for supplies & equipment not in use

6.1.5 Support Areas

6.1.5.3 ☐ administrative office or area

6.1.5.4/5.6 ☐ direct dispensing to outpatients **or** ☐ no direct dispensing to outpatients
☐ space for patient counseling & instruction

6.1.5.5 ☐ multipurpose room for education & training (may be shared with other departments)

6.1.5.8 ☐ preparation of IV solutions

☐ check if service not included in department

☐ sterile work room with laminar-flow work station for product protection

☐ HEPA filters & pressure gauge at laminar flow work station

☐ anteroom

☐ Handwashing station

Policy

6.1.5.9 ☐ unit dose procedure

☐ check if service not included in department

☐ space for equipment, supplies, packaging, labeling, storage & carts

☐ Handwashing station

6.1.6.1 ☐ staff toilets conveniently accessible

6.1.6.2 ☐ staff lockers conveniently accessible

2.1- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****6.2.2.1** DIETARY FACILITIES

- ☐ Receiving/control area
- ☐ separate from general receiving area
- ☐ control station
- ☐ space for loading, uncrating & weighing supplies

- 6.2.2.3** ☐ Food preparation
- ☐ patient food prep. area located near delivery, interior transportation & storage
- ☐ work spaces for cooking, baking, thawing & portioning

- 6.2.2.4** ☐ located near tray assembly and dining area(s)

- ☐ Assembly & distribution
- ☐ patient tray assembly area

- 6.2.2.5** ☐ located near food preparation area

- ☐ Food service cart system
- ☐ space for storage, loading, distribution, receiving & sanitization of food service carts
- ☐ cart circulation
- ☐ not through food preparation area
- ☐ avoids crossing of soiled & clean carts

- 6.2.2.6** ☐ Dining area spaces for ambulatory patients, staff & visitors
- ☐ separate from food preparation area

- 6.2.2.7** ☐ Area for receiving soiled tableware
- ☐ adjacent to ware washing
- ☐ separate from food preparation areas

- 6.2.2.8** ☐ Ware washing facilities
- ☐ layout prevents crossing of clean & soiled traffic
- ☐ layout allows transfer of clean wares to storage or dining area, without entering food prep. area

- 6.2.2.9** ☐ Pot washing facilities
- ☐ provisions for drying & storage of pots & pans

- 6.2.2.11** ☐ Vending services
- ☐ ☐ check if service not included in facility
- ☐ separate from dining area
- ☐ coin-operated machines
- ☐ seating area

6.2.3 Support Areas

- 6.2.3.1** ☐ office for food service manager

- 6.2.4.1** ☐ staff lockers & toilets
- ☐ for exclusive use of dietary staff
- ☐ convenient to food preparation area
- ☐ no direct access to food preparation area

- 6.2.3.2** ☐ walk-in coolers, refrigerators & freezers
- ☐ insulated at floor, walls & top
- ☐ exit release mechanism
- ☐ corrosion-resistant shelving capable of supporting load of 100 lbs/linear foot

- (6) ☐ cooking equipment

- (7) ☐ ice-making equipment

- ☐ Handwashing stations
- ☐ Vent. min. 10 air ch./hr
- ☐ negative pressure
- ☐ air exhausted to outdoors

- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr
- ☐ negative pressure
- ☐ air exhausted to outdoors
- ☐ Min. 180°F final rinse temperature
- ☐ Vent. min. 10 air ch./hr
- ☐ negative
- ☐ air exhausted to outdoors
- ☐ Multi-compartment sink(s)
- ☐ supplemental heat for pot washing
- ☐ Handwashing station

- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)

- ☐ Refrigerators & coolers can maintain 32°F
- ☐ Freezers can maintain -20°F
- ☐ Temperature control within 2°F
- ☐ Temp. controls with exterior digital display & alarms
- ☐ Interior lighting in all walk-in units
- ☐ Auto shut-off on all cooking equip.

2.1-**ARCHITECTURAL REQUIREMENTS****MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****6.2.3.3**

(1)

- ☐ food storage rooms
☐ convenient access from receiving & to food prep.

(2)

- ☐ access separate from food preparation area
☐ storage for bulk, refrigerated & frozen foods
☐ capacity for at least 4 days of supplies

(3)

- ☐ food storage shelves min. 12" AFF

(4)

- ☐ storage for kitchen/dining equipt. & supplies
☐ separate room for storage of cleaning supplies

6.2.3.4

- ☐ housekeeping room
☐ for exclusive use of dietary department
☐ storage for equipment & supplies

☐ Vent. min. 2 air ch./hr

☐ Service sink or floor receptor
☐ Vent. min. 10 air ch./hr (exhaust)

6.3☐ CENTRAL SERVICES**6.3.1**

Soiled & Clean Work Areas

6.3.1.1

(1)

☐ soiled workroom:

(2)

- ☐ physically separate from other areas
☐ workspace for cleaning & initial sterilization of all medical/surgical instruments & equipment
☐ work tables
☐ washer/sterilizer decontaminators
☐ pass-through doors & decontaminators deliver into clean assembly/workroom

6.3.1.2

- ☐ clean assembly/workroom
☐ work space & equipment for terminal sterilization

8.2.3.4(4)

- ☐ monolithic ceiling

6.3.2

Equipment & Supply Storage Areas

6.3.2.1

- ☐ breakdown room for manufacturers sterile supplies
☐ storage area for sterile medical & surgical supplies

8.2.3.4(4)

- ☐ monolithic ceiling

6.3.2.2

- ☐ storage room for patient care/distribution carts

6.3.3

Support Areas

6.3.3.2

- ☐ staff lockers & showers

☐ Sinks & flush-type devices
☐ Vent. min. 6 air ch./hr
☐ negative pressure
☐ air exhausted to outdoors

☐ Handwashing station(s)
☐ Vent. min. 4 air ch./hr
☐ positive pressure

☐ Vent. min. 4 air ch./hr
☐ positive pressure

☐ Handwashing station**6.4**☐ LINEN SERVICES**6.4.2.1**

- ☐ Separate room for receiving & holding soiled linen until ready for pickup or processing

☐ Handwashing station
☐ Vent. min. 10 air ch./hr
☐ negative pressure
☐ air exhausted to outdoors

6.4.2.2

- ☐ Central clean linen storage & issuing room(s)

6.4.2.3

- ☐ Cart storage area(s)
☐ separate areas for clean & soiled linen carts

☐ Vent. min. 2 air ch./hr**6.4.2.4**

- ☐ Clean linen inspection & mending room
☐ space for tables, shelving & storage

6.4.4

- ☐ On-site laundry processing room

or

- ☐ Outside laundry processing (6.4.3)

6.4.4.1

- ☐ equipt. arranged to prevent cross-traffic of clean & soiled linen

- ☐ service entrance, protected from inclement weather

6.4.4.3

- ☐ commercial equipment with adequate capacity

- ☐ control station for pickup & receiving

6.4.4.5

- ☐ storage for laundry supplies

6.4.4.6

- ☐ convenient staff lounge, lockers, toilets & showers

☐ Handwashing stations in all areas where soiled linen is handled
☐ Vent. min. 10 air ch./hr
☐ negative pressure
☐ air exhausted to outdoors

2.1- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****6.5** MATERIALS MANAGEMENT

- 6.5.1** ☐ Receiving
 - 6.5.1.1** ☐ off-street loading facilities
 - 6.5.1.2** ☐ receiving area
 - (1)(a) ☐ loading dock located to minimize noise & fumes
 - (1)(b) ☐ convenient to service elevators & corridors
 - (1)(c) ☐ segregated from waste staging
 - (2)(a) ☐ space for breakdown, sorting & staging of incoming supplies
 - (2)(b) ☐ space for packaging recycling devices
- 6.5.2** ☐ General stores
 - 6.5.2.2** ☐ general storage room(s)
 - ☐ min. 20 sf per inpatient bed
 - 6.5.2.3** ☐ storage for outpatient facilities
 - ☐ min. area = 5% of outpatient facilities total area
- 6.5.3** ☐ Waste management
 - ☐ biohazard waste storage rooms
 - ☐ washable floor & walls

- ☐ Floor drain
- ☐ Vent. min. 10 air ch./hr (exhaust)
 - ☐ negative pressure
 - ☐ separate exhaust duct & fan

6.6 ENVIRONMENTAL SERVICES

- 6.6.1** ☐ Facilities for cleaning & sanitizing carts
 - ☐ serve Dietary Facilities
 - ☐ serve Central Services
 - ☐ serve Linen Services
- 6.6.2** ☐ Housekeeping rooms
 - ☐ at least one per floor
 - ☐ storage for equipment & supplies

- ☐ Service sink or floor receptor
- ☐ Vent. min. 10 air ch./hr (exhaust)

6.7 ENGINEERING SERVICES

- 6.7.2** ☐ Equipment locations in rooms or separate buildings for boilers, mechanical & electrical equipment, except:
 - 6.7.2.1** ☐ rooftop HVAC equipment in weatherproof housings
 - 6.7.2.2** ☐ emergency generators in weatherproof housing
 - 6.7.2.3** ☐ cooling towers & heat rejection equipment
 - 6.7.2.5** ☐ medical gas parks & equipment
- 6.7.3** ☐ Engineer's office
 - ☐ protected storage of facility drawings & other documents
- 6.7.4** ☐ General maintenance shop
- 6.7.5** ☐ Medical equipment shop
 - ☐ storage, repair & testing of medical equipment
- 6.7.6** ☐ Equipment & Supply Storage
 - 6.7.6.1** ☐ Equipment & Supply Storage
 - (1) ☐ supply storage
 - (2) ☐ storage room for building maintenance supplies
 - 6.7.6.2** ☐ storage for solvents & flammable liquids
 - ☐ outdoor equipment storage with direct outside access

GENERAL STANDARDS**DETAILS AND FINISHES****Corridors**

- ___ Min. staff corridor width 5'-0" (8.2.2.1(1))
- ___ Fixed & portable equipment recessed does not reduce required corridor width (8.2.2.1(2))
- ___ Work alcoves include standing space that does not interfere with corridor width (Policy)
- ___ ☐ check if function not included in departments

Ceiling Height (8.2.2.2)

- ___ Ceiling height min. 7'-10", except:
 - ___ 7'-8" in corridors, toilet rooms, storage rooms
 - ___ sufficient for ceiling mounted equipment
 - ___ min. clearance under suspended pipes/tracks
 - ___ 6'-8" AFF in other areas

Doors (8.2.2.3)

- ___ All doors are swing-type
- ___ Doors to occupiable rooms do not swing into corridors

Glazing (8.2.2.7)

- ___ Safety glazing or no glazing under 60" AFF & within 12" of door jamb

Handwashing Stations (8.2.2.8)

- ___ Handwashing sink
- ___ Soap dispenser
- ___ Hand drying facilities

Floors

- ___ Thresholds & exp. joints flush with floor surface (8.2.2.4)
- ___ Floors easily cleanable & wear-resistant (8.2.3.2)
- ___ Wet cleaned flooring resists detergents

Walls (8.2.3.3)

- ___ Wall finishes are washable
- ___ Smooth/water-resist. finishes at plumbing fixtures

PLUMBING (10.1)

- ___ Handwashing sinks
 - ___ hot & cold water
 - ___ anchored to withstand 250 lbs. (8.2.2.8)
- ___ wrist controls or other hands-free controls at all handwashing sinks (1.6-2.1.3.2)

MECHANICAL (10.2)

- ___ Mech. ventilation provided per Table 2.1-2
- ___ Exhaust fans located at discharge end (10.2.4.3)
- ___ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes (10.2.4.4)
- ___ Contaminated exhaust outlets located above roof
- ___ Ventilation openings at least 3" above floor
- ___ Central HVAC system filters provided per Table 2.1-3

ELECTRICAL (10.3)

- ___ Emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110 (10.3.4.1)
- ___ Duplex, grounded receptacles max. 50 feet apart in corridors, max. 25 feet from corridor ends (10.3.7.1)

ELEVATORS (9.2)**Number**

- ___ Min. 1 hospital-type elevator provided for up to 59 patient beds on floor other than entrance level
- ___ Min. 2 elevators provided for 60-200 patient beds, or when beds & services are on different levels
- ___ Min. 3 elevators provided for 201-350 patient beds

Dimensions

- ___ Min. interior elevator dimensions 5'-8" wide x 9'-0" deep
- ___ Elevator doors at least 4'-0" wide x 7'-0" high (clear opening)